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03/05/2014

To
All SSA Heads
MH Telecom Circle

Subject : Go Live with SAP w.e.f. 12-05-2014 - SD Module.

As we know that SD module is going live from 12th May 2014, all concerned are requested to note the following points please:

1. SSA staff should keep with them the sheet containing data with SAP material code V/s Sancharsoft material code along with description of material for operations from 12-05-2014, for easy identification of the material. **(Annexure-I)**
2. The copy of user manual should be kept ready for ease of operations. **(Annexure-II)**
3. A control room is planned in circle office on 3rd floor, A wing with telephone no: **022-26467443**

1. Mr. S K Garg	-	09412220058
2. Mr. Dhara Singh	-	09412706060
3. Mr. M A Khan	-	9423053786
4. Mr. Arun K	-	9423993294
5. Mr. J S Karambelkar	-	9420488321

SSA staff can contact control room on the above tel. no. or on the mobile nos. of S & M staff for any clarifications.

4. The delta customer (franchisee/DSA) data if any missing from the master should be got entered into the system immediately with the help of control room staff. This is to ensure that any Franchisees/DSAs who come to purchase are not returned for want of data entry in system.
5. Similarly CSC data as a customer if any missing from the data will also be created at control room when intimated by SSA.

-Sd/-
DGM (S&M)-CM
O/o CGMT, MH Circle

Copy for information to:

1. CGMT MH Circle, Mumbai-54.
2. GM(IT), Ghaziabad.
3. DGM(IT), Mumbai.

Annexure-I

Disctribution Channel	SAP Material Code	Material Code (in Sancharsoft)	Material Description in BSNL Existing System	Material Price (Inclusive)
02 Channel Sales	31000032	2003001	ITC(PHYSICAL VCHR)RS.100	110
02 Channel Sales	31000033	2003002	ITC(PHYSICAL VCHR)RS.1000	1103
02 Channel Sales	31000034	2003003	ITC(PHYSICAL VCHR)RS.200	221
02 Channel Sales	31000035	2003004	ITC(PHYSICAL VCHR)RS.2000	2206
02 Channel Sales	31000036	2003005	ITC(PHYSICAL VCHR)RS.50	55
02 Channel Sales	31000037	2003006	ITC(PHYSICAL VCHR)RS.500	552
02 Channel Sales	31000038	2003007	ITC(PHYSICAL VCHR)RS.5000	5515
02 Channel Sales	31000039	2002006	FLPP PLAN(PHYSICAL VCHR)PCO VALIDITYIDITY Rs.150	150
02 Channel Sales	31000040	2002007	FLPP PLAN(PHYSICAL VCHR)PCO Rs.300	215
02 Channel Sales	31000042	2002014	FLPP PLAN(PHYSICAL VCHR)PCO Rs.10000	6218
02 Channel Sales	31000043	2001004	CALLNOW RS.1000	1000 (Excluding Tax)
02 Channel Sales	31000044	2001005	CALLNOW RS.2000	2000 (Excluding Tax)
02 Channel Sales	31000045	2001006	CALLNOW GULF RS.75	75 (Excluding Tax)
02 Channel Sales	31000046	2001007	CALLNOW GULF RS.250	250 (Excluding Tax)
02 Channel Sales	31000047	2001002	CALLNOW RS.300	300 (Excluding Tax)
02 Channel Sales	31000048	2005024	BBVRL(PHYSICAL VCHR)RS.1000	1000
02 Channel Sales	31000049	2005025	BBVRL(PHYSICAL VCHR)RS.1400	1400
02 Channel Sales	31000050	2005026	BBVRL(PHYSICAL VCHR)RS.1750	1750
02 Channel Sales	31000051	2005027	BBVRL(PHYSICAL VCHR)RS.1800	1800
02 Channel Sales	31000052	2005028	BBVRL(PHYSICAL VCHR)RS.3000	3000
02 Channel Sales	31000053	2005033	BBVRL(PHYSICAL VCHR)RS.200	200
02 Channel Sales	31000054	2005034	BBVRL(PHYSICAL VCHR)RS.800	800
02 Channel Sales	31000055	2005035	BBVRL(PHYSICAL VCHR)RS.1500	1500
02 Channel Sales	31000056	2005038	BBVRUL(PHYSICAL VCHR)RS.990	990
02 Channel Sales	31000057	2005039	BBVRUL(PHYSICAL VCHR)RS.1600	1600
02 Channel Sales	31000058	2005037	BBVRUL(PHYSICAL VCHR)RS.625	625
02 Channel Sales	31000059	2005029	BBV(PHYSICAL VCHR)TOPUP RS.200	200
02 Channel Sales	31000060	2005030	BBV(PHYSICAL VCHR)TOPUP RS.375	375
02 Channel Sales	51000146	3002001	RUIM PRPD CDMA	40
02 Channel Sales	51000108	1002010	SIM CARD MICRO 3G POSTPAID	59
02 Channel Sales	51000133	3002006	SIM CARD NIC GENL(SUBS DONGLE):CDMA	1099
02 Channel Sales	51000134	1002020	SIM CARD NANO POSTPAID UNPAIRED	59
02 Channel Sales	51000135	1003024	TOPUP(PHYSICAL VCHR)GSM Rs.55	55
02 Channel Sales	51000136	1003058	TOPUP(PHYSICAL VCHR)GSM Rs.100	100
02 Channel Sales	51000137	1001543	SIM CARD NANO 64K PAIRED PREPAID	59
02 Channel Sales	51000138	1001545	SIM CARD NANO UNPAIRED PREPAID	59
02 Channel Sales	51000139	1001544	SIM CARD NANO 64K UNPAIRED PREPAID	59
02 Channel Sales	51000140	1001065	MICROSIM CARD 128K PRPD	59
02 Channel Sales	51000141	1001070	SIM CARD MICRO 3G UNPAIRED PRPD	59
02 Channel Sales	51000142	1001071	SIM CARD MICRO 2G UNPAIRED PRPD	59
02 Channel Sales	51000143	1001021	SIM CARD 3G VOICE PAIRED PRPD	59
02 Channel Sales	51000144	1001026	SIM CARD 3G DATA PRPD PAIRED	59
02 Channel Sales	51000012	1001087	SIM CARD MICRO 32K	59
02 Channel Sales	31000009	2006003	UITC(PHYSICAL VCHR)RS.110	110
02 Channel Sales	31000010	2006004	UITC(PHYSICAL VCHR)RS.300	300
02 Channel Sales	31000011	2006002	UITC(PHYSICAL VCHR)RS.55	55
02 Channel Sales	31000012	2006005	UITC(PHYSICAL VCHR)RS.550	550
02 Channel Sales	31000013	2006001	UITC(PHYSICAL VCHR)RS.20	20

Annexure-I

Disctribution Channel	SAP Material Code	Material Code (in Sancharsoft)	Material Description in BSNL Existing System	Material Price (Inclusive)
02 Channel Sales	31000016	2006006	UITC(PHYSICAL VCHR)RS.1100	1100
02 Channel Sales	31000014	2002009	FLPP PLAN(PHYSICAL VCHR)PCO Rs.1000	680
02 Channel Sales	31000015	2002008	FLPP PLAN(PHYSICAL VCHR)PCO Rs.500	351
02 Channel Sales	31000017	2002011	FLPP(PHYSICAL VCHR)PCO RECHARGE RS.3000	2025
02 Channel Sales	31000018	2002010	FLPP(PHYSICAL VCHR)PCO RECHARGE RS.3500	2316
02 Channel Sales	31000019	2005020	BBVRL(PHYSICAL VCHR)RS.250	250
02 Channel Sales	31000020	2005036	BBV(PHYSICAL VCHR)VALIDITY RS.100	100
02 Channel Sales	31000026	2005021	BBVRL(PHYSICAL VCHR)RS.350	350
02 Channel Sales	31000027	2005022	BBVRL(PHYSICAL VCHR)RS.450	450
02 Channel Sales	31000028	2005023	BBVRL(PHYSICAL VCHR)RS.600	600
02 Channel Sales	31000030	2005032	BBV(PHYSICAL VCHR)VALIDITY RS.300	300
02 Channel Sales	31000031	2005031	BBV(PHYSICAL VCHR)VALIDITY RS.200	200
02 Channel Sales	31000003	2001001	CALLNOW RS.100	100 (Excluding Tax)
02 Channel Sales	31000004	2001003	CALLNOW RS.500	500 (Excluding Tax)
02 Channel Sales	51000057	1003014	TOPUP(PHYSICAL VCHR)GSM Rs.110	110
02 Channel Sales	51000058	1003056	TOPUP(PHYSICAL VCHR)GSM Rs.10	10
02 Channel Sales	51000059	1003055	TOPUP(PHYSICAL VCHR)GSM Rs.20	20
02 Channel Sales	51000061	1003057	TOPUP(PHYSICAL VCHR)GSM Rs.50	50
02 Channel Sales	51000062	1003022	TOPUP(PHYSICAL VCHR)GSM Rs.220	220
02 Channel Sales	51000063	1003015	TOPUP(PHYSICAL VCHR)GSM Rs.550	550
02 Channel Sales	51000099	1001061	SIM CARD 2G MNP	20
02 Channel Sales	51000100	1001106	SIM CARD 3G CYMN	59
02 Channel Sales	51000101	1002007	SIM CARD 3G POSTPAID	59
02 Channel Sales	51000103	1001062	USIM CARD 3G MNP	59
02 Channel Sales	51000104	1001002	SIM CARD RS 20	20
02 Channel Sales	51000111	1001008	SIM CARD C TOPUP PRPD UNPAIRED	20
02 Channel Sales	51000116	1002002	SIM CARD 2G POSTPAID	20
02 Channel Sales	51000117	1002004	SIM CARD C TOPUP POSTPAID UNPAIRED	20
02 Channel Sales	51000118	1002005	SIM CARD TRIPLE IMSI	20
02 Channel Sales	51000123	1001518	SIM CARD 2G PANTEL PREPAID	20
02 Channel Sales	51000124	1001520	SIM CARD 3G PANTEL PREPAID	59
02 Channel Sales	12007865	4002002	BLACKBERRY 8100 PEARL:GSM	17799
02 Channel Sales	12007866	4002003	BLACKBERRY 8310 CURVE WITH GPS:GSM	19990
02 Channel Sales	12007867	4002004	BLACKBERRY 8900 JAVELIN:GSM	27999
02 Channel Sales	12007868	4002005	BLACKBERRY 9000 BOLD:GSM	34999
02 Channel Sales	12007869	4004001	DATA CARD(MODEM)USB 2G:GSM	1000
02 Channel Sales	12007870	4004002	DATA CARD(MODEM)PCMCIA 2G:GSM	1000
02 Channel Sales	12007871	4004005	DATA CARD 3G 3.6 MBPS PCMCIA CAPITAL:GSM	1680
02 Channel Sales	12001544	4004008	FWP:GSM	1000
02 Channel Sales	12007048	4004009	DATA CARD 3G 14.4 MBPS VMC	2625
02 Channel Sales	12007050	4004011	DATA CARD 3G 3.6 MBPS HFCL	1680
02 Channel Sales	12007051	4004003	DATA CARD 3G 3.6 MBPS TERACOM	1680
02 Channel Sales	12007054	4004006	DATA CARD 3G 7.2 MBPS PCMCIA CAPITAL	2100
02 Channel Sales	12007055	4004004	DATA CARD 3G 7.2 MBPS TERACOM	2100
02 Channel Sales	12007057	4005002	DATA CARD EVDO(MICROMAX):CDMA	2500
02 Channel Sales	12007201	4002006	BLACKBERRY 8520:GSM	15990
02 Channel Sales	12007203	4002001	BLACKBERRY 8700G:GSM	14499

An Understanding for End user for SD processes for CM (Consumer Mobility) sales in ERP

(Note: 1. For sales process practice in ERP, End User will select “QAS Server (Client 400)” in SAP Logon.

2. To see the each step of sales process with screen shot of SAP, download the “process wise user manual” from Mantis Portal (<http://10.197.216.213>) home page by clicking on “Module” link (On right top corner) and Click on “process wise user manual” under “SD” heading in table)

Important:





- In SAP, sales to channel partners (Franchisee/DSAs/STDPCOs/BPCL/ RD/ etc.) and to BSNL CSCs only are covered. Retail sale (Sales to end users by Channel partners and CSCs) will be covered in Sanchasoft(SS).
- Note down the each “Order Number” that has been created in SAP as next documents are to be created in reference to the preceding document.
- All transactions can be created either by selecting the required transaction text/ T-code (Transaction Code) from menu path or by simply entering the T- Code for the respective transaction in the menu bar.

A. Franchisee /DSA Sales:-

➤ **Sales cycle for sales to Franchisee :**

1. Sales Order
2. Advance Payment Receipt
3. Issue Invoice

1. Steps for Creation of Sales order:


- Login in with your user Id in “SAP Logon” → a new screen “SAP Easy Access” will open. (In top SAP menu bar there are many **icons** which can be used for different functions like, enter, save () , back () , Exit, cancel, creates new session etc. You can use these icons for such functions by clicking on icon). By bringing curser on icon you can get the name of function executed by that icon.
- Enter the T-code:- **ZCMSALES** in menu bar → press **enter** or click on icon  available in top corner of SAP menu bar. A new screen “**Consumer Sales Mobility**” will open having name of several type of sales in SAP menu path.
- Click on “**arrow**” before franchisee sales, new menu path will appear → double click on the text “**create sales order**”.
- Enter the values in **Pricing, Sales Organization, Sales Office, Storage Location, customer, material, Order Quantity** fields directly if remembered to you, otherwise select by using dropdown (menu) box available in each field. (Drop down (menu) box will appear when you will click that field). After entering of all fields press enter or click on icon  . You will get description of each value filled by you in all fields. Check correctness of data filled by you. If you found that data is wrongly filled in any field, please either go back by clicking “**back**” button in SAP menu bar, if all fields are incorrect or enter correct values in fields again which are wrong (Fields which are in white colour can be changed , gray coloured field cannot be changed) and again press enter.
- Click on “**sales order**” tab. System will generate the **document no.** (Sales order) in the bottom of screen → **Note down** that sales order number.

- To take the **printout*** of sales order click on the **Re-print tab**. Another small screen will open → Click on **“print”** if you want to take print OR click on **“print preview”** if you want to see the output only on screen.


2. Advance Payment Receipt:

At present do not click in SAP menu path on text **“Advance Payment Receipt”** as mapping for this code in menu path is under testing. PI follow the following steps.

(i). At **CSC Cash counter** – Enter the T-code: **ZFI003** (for Cash/Cheque/Credit Card/Debit card) in menu bar (On top of screen) and press enter.

- Fill the relevant fields and press enter. You will get the amount of sales order and SAP customer code → **Click on** Click the Execute Button  **OR press F8** → **Click as per system asks.**

Note: 1. In ERP system CSC has to be opened to receive the cash and closed at the end of every day. If any day CSC is not closed, you cannot collect the cash next day and for closing the previous day CSC, AO of SSA will be contacted. T- code of AO is ZFI016.

2. TO close the CSC by AO:- Enter of **“T- Code FI016”** in screen → Enter User ID of CSC incharge used for sales is to be entered → enter Opened date (will be that on which CSC is not closed) → select the **“execute closure”** in the bottom of screen → click on Execute Button  **OR press F8.** → **Next screen will appear** → Go in the last of itm line through scroll bar → Click on **“CLOSE ”** → Click on **“CLOSE DAY”** → System again confirms → enter.at

(ii). **Advance by AO/cash:-**

- a. Enter the T-code: **ZFI017** (for Cash/Cheque/Credit card/Debit card/RTGS/ net-banking)
- b. T-code: **FBCJ** (For Cash/Cheque) is also used.

3. Steps for issue Invoice:

- Enter the T-code:- **ZCMSALES**
- Go to franchisee sales and double click on **“Issue Invoice”** in new menu path → enter sales order no. → press enter. A new screen will open enter serial no. Of serialised material from dropdown box and whose serial no. Is not maintained enter serial no. **Manually** → press enter → click on **Issue invoice tab**. System will generate the **document no.** (Invoice no.) in the bottom of screen → **Note down** that Document no.
- To print the **Invoice** double click on **“Issue Invoice”** in new menu path → enter sales order no. → press enter. A new screen will open enter billing doc no. (Invoice no.) → Click on Re-print.

NOTE 1:- 1. To check the completion of sales cycle enter T- Code VA03 in menu bar, press enter. Click on the icon next to orders in tool bar.

2. Delivery and post goods issued complete after generation of invoice.

3. Once Sales order/ Invoice etc is created, printout of that can be taken as many times after opening window for that sales cycle and enter the desired doc no, click on re-print tab on the screen.

NOTE 2: 1. Similarly sales cycle may be completed for sales to DSA.

2. Sales cycles, for allocations of CTOP to CSC, Returns , issue against returns, Sales to Post offices are more or less similar except receipt of payment and delivery can be completed after study of **“process wise user manual”** [available on Mantis Portal](#).

For practice multiuser Id “ sd_trg_mh” is mapped at “**QAS Server (Client 400)**”. Use the following **codes for sales area etc, material code, and customer code** for different type of sales activities in ERP at QAS server.

A. Sales to Franchisee/DSA :-

Tcode—ZCMSALES

sales org-----1024
Sales office-----2403
SLOC-----2000
Customer-----500055255
Material-----51000380--Quantity -----2 only at a time.
Material-----31000073--Quantity -----2 only at a time.
Material-----52000090—CTOPUP- quantity-50000.

B. Allocation of CTOP- to CSC:-

Tcode—ZCMSALES

sales org----- 1024
Sales office-----2403
SLOC-----2000
Customer-----200000260
Material-----52000090—CTOP UP --Quantity -1000 only at a time.

C. For indent stock in CSC.

Tcode—ZCMSALES

sales org----- 1021
Sales office-----2102
SLOC-----3001
Main CSC-----1000
Material-----51000002, Quantity ---10 only at a time.

T-code to check the sock position in CSC – **mmbe**. Stock and other reports are also available in SAP menu path **T code – ZCMSALES**.

- D. T-code to receive the advance payment at CSC using personal SAP user Id -----ZFI003
- E. T-code to receive the advance by AO using personal SAP user Id ----- ZFI017
- F. To open and close the CSC same day by CSC incharge using personal SAP user Id -----
- ZFI013
- G. To close the CSC for previous by AO only using personal SAP user Id -----ZFI016.
- H. T code to indent the stock in CSC---- mb21 and movement type 913.
- I. T code to transfer the stock by AO in CSC--- zmp_sfgs and movement type-913.
- J. T code to receive the stock in CSC----- zmp_sfgs and movement type-915.